

LINDA FORTE
ANTIONETTE JOHNSON
JAMIE MAGEE
CATHY PARKER



SCOTT PHILLIPS
LARRY SAVAGE
FRANCINE SHOCKLEY
FRAN SMITH
HELEN SMITH

Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County

Conference Planning Subcommittee Meeting

January 14, 2019

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on Monday, January 14, 2019, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following Subcommittee members were present:

**Will Childers
Linda Forte
Jamie Magee
Scott Phillips (Alternate)**

**Linda Rogers
Larry Savage
Helen Smith
Amber Woodland**

Call to Order

Jamie Magee, Acting Subcommittee Chair, called the meeting to order at 10:00 a.m.

Approval of Agenda

A Motion was made by Helen Smith, seconded by Linda Forte, to approve the Agenda as posted. Motion Adopted by Voice Vote.

Approval of Minutes

A Motion was made by Linda Rogers, seconded by Larry Savage, to approve the minutes of October 15, 2018, as distributed. Motion Adopted by Voice Vote.

A Motion was made by Jamie Magee, seconded by Linda Forte, to approve the minutes of November 19, 2018, as distributed. Motion Adopted by Voice Vote.

Planning for Conference

- **Jamie Magee reported that Kari Souder from Crossroad Community Church notified her by email that she had to cancel the planned meeting with Subcommittee**



members at 1:00 p.m. on January 14th. The meeting has been rescheduled for Tuesday, January 15th, at 1:00 p.m.

The following questions/topics need to be discussed with Ms. Souder:

- Will the entire conference room be available or just half of it?
- How many vendors will the lobby, hallway, and conference room accommodate?
- Subcommittee menu suggestions:

Quiche (no mushrooms)	Potato Salad
Chicken salad sandwiches	Coffee
Ham and cheese sandwiches	Iced Tea
Fruit	Water
Salad (with crackers or a roll)	

- Can coffee and mini-muffins or pastries be made available in the morning?
- Dessert – Brownies, cookies, or other suggestions?
- Buffet – Is there an issue with people taking too much food? If there is leftover food after everyone has been served, would it be appropriate to announce that people can go back for seconds? Suggestion was made to cut the sandwiches in half so people can try more than one kind yet still have one sandwich. Will there be a variety of breads, i.e. wraps, rolls, different kinds of loaf bread?
- Will water be available on the tables throughout the conference, or will water and coffee be placed on a counter along the wall that backs up to the buffet room?
- Will tablecloths be supplied for the vendors?
- Will there be centerpieces for the tables that the Committee can use?
- When is the final count needed?

A Motion was made by Helen Smith, seconded by Linda Rogers, to allow the Subcommittee members who meet with Kari Souder to approve the menu above, or a similar one, and to make any changes necessary to the menu to accommodate Crossroad staff and volunteers. Motion Adopted by Voice Vote.

➤ **Save The Date Flier**

- The original conference title approved by the Subcommittee was, “*Getting Your Ducks in a Row: A Different Bucket List.*” However, Amber Woodland reported that as she was working on the flier, it felt as if the title was too vague. Would

people know what the conference was about? She suggested a different title, *"Getting Your Ducks in a Row: The Importance of Estate Planning."* Discussion followed with some members stating they did not like the use of estate planning in the title, feeling that people might think the conference is only about wills and legal documents and does not encompass the other topics such as arrangements for pets, disposing of possessions, charitable donations, etc.

Linda Forte suggested a change in the descriptive section on the flier from, "Only 40% of Americans have planned for their future incapacity or death" to "Only 40% of Americans have planned for their life's final chapter and their best decisions." Subcommittee members liked the addition of "final chapter," and after much discussion agreed that the conference title should be, *"Getting Your Ducks in a Row: Preparing for Life's Final Chapter."*

A Motion was made by Linda Rogers, seconded by Will Childers, to change the title of the conference to, *"Getting Your Ducks in a Row: Preparing for Life's Final Chapter."* Motion Adopted by Voice Vote.

- Amber Woodland originally proposed the following wording to define in the flier what the conference is about:
 - Only 40% of Americans have planned for their future incapacity or death.
 - Join us to learn the basics about estate planning.
 - Taking care of your family is something you must add to your bucket list!

Linda Forte recommended the following:

- Only 40% of Americans have planned for their life's final chapter and their best decisions.
- Join us to learn the valuable basics about ESTATE PLANNING.
- Taking care of your family is something you want to have on your Bucket List!!

Jamie Magee and Helen Smith suggested that the second line read, "Join us to find out how to ensure that your wishes are carried out."

After much discussion, a Motion was made by Amber Woodland, seconded by Helen Smith, that the Save The Date flier contain the following wording to define what the conference is about:

- Only 40% of Americans have planned for life's final chapter.
- Join us to learn how to ensure that your wishes are carried out.
- Taking care of your family is something you must have on your bucket list!

Motion Adopted by Voice Vote.

- Jamie Magee asked Scott Phillips if Eventbrite would have a listing of past conference attendees that could be used to send out Save The Date fliers. Mr. Phillips will check with Eventbrite to see if such a list is available.
- The Save The Date flier does not contain Eventbrite registration information. It was agreed that this information can be added later, once the Subcommittee decides on the opening and closing dates for registration.

➤ Cost

It was noted that there is \$5,188.43 in the conference account. Jamie Magee advised that County Administrator Todd Lawson stated the Committee can use whatever is needed for the conference, but he recommends that some money be left in the account as a buffer.

➤ Vendors

Should vendors be charged the same amount this year as last, since the conference is shorter and there is no morning break for attendees to visit vendors? When Jamie Magee and Helen Smith met with Mr. Lawson, he indicated that he felt both the vendors and attendees should be charged something to attend the conference. Discussion followed with some Subcommittee members feeling that the fee should be cut and others voicing their opinion that the fee is reasonable and should remain the same as last year.

➤ Attendees

Subcommittee members had varying opinions as to whether the public should be charged to attend the conference. While some felt that more people might attend if there is no charge, others felt people may wake up that morning and decide they don't want to go out in the rain or get out of bed that day and choose to stay home if there is no charge. Some members felt that \$10.00 is reasonable, while others thought the cost should be dropped to \$5.00 per person and maybe the Eventbrite registration fee absorbed by the Committee. It was suggested that if \$10.00 is the fee decided upon, only half of that amount should be charged if registrants bring someone with them. Scott Phillips will check with Eventbrite to see what the options are and bring that information to the January 28th Subcommittee meeting.

➤ Speakers

Linda Rogers reported that she has not heard from the SPCA as to whether they can provide a speaker. If they cannot provide a speaker, Parsell Funeral Homes can address pets, as they have a pet crematorium.

Bill Allen will speak about charitable contributions.

Emmert Auctions has been confirmed by Barbie McDaniel.

There will be three or four speakers on the afternoon panel, with Nick Shevland as the moderator.

The morning panel consists of four or five attorneys, with Amber Woodland as the moderator.

Master Pat Griffin, Delaware Court of Chancery, will be the keynote speaker.

- Amber Woodland will make the changes to the Save The Date flier as recommended by the Subcommittee and email everyone a final version. Then copies can be made and distribution to churches, senior centers, banks, meetings, etc., can begin.

Advisory Committee Chairperson

Due to the passing of Ruth Ann Beideman in December, Jamie Magee announced that she will be asking at the January 28th meeting if anyone would like to serve as Interim Chairperson through May 2019 when Ruth Ann Beideman's term as Chairperson would have ended. There are now two vacancies on the Advisory Committee. Also, a Nominating Committee will need to be appointed in March to nominate officers for the 2019-2021 term, as election of officers will take place in May.

Next Meeting

The next meeting of the Conference Planning Subcommittee will be held on Monday, January 28, 2019, at 11:30 a.m. at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware (following the regularly scheduled Advisory Committee meeting). Everyone should come prepared to discuss whether to charge conference attendees, and if so how much, as well as what the vendor fee should be.

Adjourn

A Motion was made by Helen Smith, seconded by Linda Forte, to adjourn at 12:10 p.m. Motion Adopted by Voice Vote.

Respectfully submitted,

Helen Smith, Secretary
Advisory Committee on Aging & Adults with
Physical Disabilities for Sussex County